



50 East 168th Street, Bronx, New York 10452

[www.WHEDco.org](http://www.WHEDco.org)

**Title:** Extended Day Visual Arts Instructor  
**Location:** The Highbridge Green School -- MS 361, 200 W. 167<sup>th</sup> Street, Bronx NY 10452  
**Reports to:** Coordinator of Education and Youth Development- MS ExTRA Program Director

The Women's Housing and Economic Development Corporation (WHEDco) is a community development organization founded on the radically simple idea that all people deserve healthy, vibrant communities. We build award-winning, sustainable, affordable homes – but our work is not over when our buildings are complete. WHEDco believes that to be successful, affordable housing must be anchored in strong communities that residents can be proud of. WHEDco's mission is to give the South Bronx access to all the resources that create thriving neighborhoods – from high-quality early education and after-school programs, to fresh, healthy food, cultural programming, and economic opportunity. See [www.whedco.org](http://www.whedco.org) for more information.

WHEDco affords all qualified applicants equal employment opportunities without discrimination because of gender, race, creed (religion), color, sex, national origin, sexual orientation, military status, age, disability, predisposing genetic characteristic, marital status or domestic violence victim status, or any other category protected by law. WHEDco follows the requirements of the New York Human Rights Law with regard to non-discrimination on the basis of prior criminal conviction and prior arrest.

**Job Summary:** In collaboration with the Program Director, school Principal and other key stakeholders, the **Visual Arts Instructor** will lead the planning, development, and implementation of the visual arts program of the WHEDco MS ExTRA Extended School Day Program at The Highbridge Green School with special attention to activities that will promote literacy, social justice understanding and cultural competencies. EEO/AA.

**Responsibilities:**

- Design, develop and implement an after school visual arts program for students in grades 6 through 8, offering participants opportunities to develop an interest and mastery of various forms of visual arts;
- Plan, lead and encourage participation in projects that foster cultural and artistic growth and expression and build confidence in the art form;
- Lead, supervise and provide guidance to program participants in the elective four (4) times per week; with an estimated 12 hours per week of combined teaching and planning time;
- Create lesson plan; select necessary supplies;
- Attend all required staff/planning meetings;
- Take on special assignments which pertain to the goals and objectives of the MS ExTRA program;
- Maintain Observation and Incidents logs for group.

**Qualifications:**

- Minimum two years' professional experience working with children in a classroom, after school, or community based environment leading/organizing arts-based activities. Substantial volunteer work will be considered;
- Demonstrated interest in the field of education, arts education, or child development preferred;
- Enjoys working with middle school aged children;
- Able to work late afternoons and/or evenings;
- Current, active college enrollment or college degree preferred;
- Well organized, able to work both independently and collaboratively;
- Previous experience in low-income communities;
- Bilingual (English/Spanish) a plus.

**Competitive pay rate based on experience. This is a part-time, hourly position.**

**To respond, send a cover letter and resume to one of the following:**

**Email: [highbridge@whedco.org](mailto:highbridge@whedco.org) (Please include your name and "Arts Instructor" in the subject line.)**

**Mail: WHEDco, 50 East 168th Street, Bronx, NY 10452**

**Attn: Extended Day Program Director, The Highbridge Green School**